

REQUEST FOR PROPOSALS

TITLE: Statewide Maintenance Consultant Services

USING AGENCY: NC Department of Transportation – State Asset Management

ISSUE DATE: March 1, 2013

SUBMITTAL DEADLINE: March 22, 2013 at 12:00 PM

ISSUING AGENCY: North Carolina Department of Transportation, Technical Services Division –
Professional Services Management Unit

This Request For Proposals (RFP) is to solicit responses from qualified firms to provide Statewide Maintenance Consultant Services. Qualifications will be determined based on information provided in the RFP.

The Department requests services be performed by a multi-disciplinary team with members having demonstrated expertise in conducting statewide maintenance programs and services. Types of expertise include: business administration, engineering, engineering technicians, technical writers, technical trainers, and others as necessary. The Department intends to select one team. The contract will be for one year with an option to renew for an additional year.

RFP's should be submitted in .pdf format using software such as Adobe CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the RFP should be sent as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your RFP is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the **Firm's Name, and "RFP for statewide maintenance services."**

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

RFP's SHALL be received electronically no later than 12:00 P.M., March 22, 2013.

SCOPE OF WORK

Provide engineering services to the units within the Asset Management Group which consist of the Pavement Management Unit, the Management Systems and Assessments Unit and the Maintenance and Equipment Unit. The engineering services will consist of providing assistance in the administration of programs. Typical types of tasks would include:

- Draft possible policies and or procedures
- Complete data analysis and report findings
- Develop reports and presentation documents for various programs
- Assist in developing, modifying and evaluating procedures and conducting training to implement such guidance in the divisions
- Conduct roadway inspection services

This will be a task order contract where tasks are scoped out by NCDOT and costs will be negotiated. Assignments will be on an as needed basis.

Categories of tasks anticipated and types of expected positions are listed below:

Program development

Includes activities which support, but shall not be limited to, researching and drafting requests for information, requests for proposals, or developing and drafting other alternative types of procurement methods as authorized by law. Contractor may be called upon to provide expert advice on business and policy decisions related to maintenance programs and services. Potential tasks would include:

- Research alternative contracting methods utilized by other states and municipalities and provide recommendations and sample contracts
- Develop and conduct a maintenance and operations planning course for field personal at all levels
- Develop RFP for year round Pavement Condition Surveys
- Using research conducted by ECU develop equipment guidance on depreciation and utilization
- Develop policies, procedures and processes related to Hydraulic Fracturing
- Develop heavy hauling procedures

Program management

Includes supporting existing and new programs, developing performance specifications, proposed legislation or administrative procedures, developing functional requirements, providing cost analysis and developing reports that detail findings consistent with the latest industry standards. Assist in developing, modifying, improving timeliness and evaluating standard processes, developing and administering related training, industry meetings, report writing, roadway inspection services.

Contractor may be called upon to provide expert advice on business and policy decisions related to maintenance programs and services. Potential tasks would include:

- Analyze cost of various contracting methods and develop recommendations
- Analyze cost/performance of various pavement treatments and provide recommendations and training
- Develop a standard process and reporting mechanism for performance data

Program maintenance

Provide support for the development of new or modification to existing manuals, training, standard operating procedures, reporting or quality assurance to include general operating procedures, business processes, issues and best practices, research assistance, policy and procedure development and maintenance. Contractor will assist in developing, modifying, improving timeliness and evaluating standard procedures, developing and administering related training, industry meetings, report writing, roadway inspection services. Contractor may be called upon to provide expert advice on business and policy decisions related to maintenance programs and services. Potential tasks would include:

- Update Maintenance Operations Manual (MOM)
- Update/train on purchase order contract manual
- Develop various management reports for field use in the department's AMS system training field staff on their use

Positions and qualifications

- Financial Analyst – Business Administration education with experience in transportation maintenance funding,
- Program Development Engineer – Civil Engineer, Construction Management experience in managing transportation contracts, contract administration and developing new programs
- Program Management Engineer – Civil Engineer, Project Management experience in highway maintenance, contract administration and cost analysis. Program Maintenance Engineer – Civil Engineer, Experience in project research, developing processes and procedures and database manipulation.
- Technical Writer – English, Government, writing reports contracts, developing presentations and other documents
- Transportation Technician – Inspection and field assessment services

Questions may submitted **electronically only**, to the contact below. Responses will be issued in the form of an addendum available to all interested parties. **Questions must be submitted to the contact below no later than 12:00 p.m. on March 13, 2013.** The last addendum will be issued no later than March 18, 2013.

SELECTING CRITERIA

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project. 50%
2. Adequate staff and proposed team for the project. 50%

SUBMITTAL CRITERIA

All RFP's are limited to twenty (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than twenty (20) pages will not be considered.

SELECTION PROCESS

Following is a general description of the selection process:

The NCDOT Selection Committee will review all qualifying RFP submittals.

The Selection Committee will shortlist a minimum of three (3) firms to be interviewed. Shortlisted firms will be notified by **March 28, 2013**. Interviews with the shortlisted firms will be held the week of **April 8, 2013**. The selected team will be notified by **April 12, 2013**. Notices of shortlisted firms and selected firm will be posted at: <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements.aspx>

In order to be considered for selection, consultants must submit a complete response to this RFP prior to specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFP must include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify similar experience the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the services. Provide a reference of previous services and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in paragraph 1 above.

Chapter 3 - Team Experience

This chapter must provide the professional credentials and experience of the persons assigned. Although standard personnel resumes may be included, identify pertinent team experience to be applied.

Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the work, do not list them. The submittal shall clearly indicate the Consultant's Project Manager (and other key Team Members) and his/her qualifications for the proposed work.

Chapter 4 - Technical Approach

The consultant shall provide information on its approach to accomplish these services.

Chapter 5 - References

The consultant must provide a minimum of two references which the Department may contact regarding qualifications and past performance. Both must have had experience with projects for which members of the proposed team have participated, including the designated project manager. The following must be included for each reference:

- A. Name of Organization and Contact
- B. Title of Contact
- C. Address (delivery and email)

- D. Telephone Numbers
- E. Title of Project and Date Completed
- F. Project Team Participants

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>

All submissions, correspondence, and questions concerning this RFP should be directed to Mr. Scott D. Blevins, P.E. He can be reached at telephone number 919-707-7132 or by email at sblevins@ncdot.gov.